



# Completing the Grant Application

New Jersey Department of Education



# The Application Packet

# DISCRETIONARY GRANT PROGRAMS

<http://www.state.nj.us/njded/grants/discretionary/index.html>

## ***Discretionary Grant Application (DGA)***

***Part I: General Information and Guidance***

***Part II: Constructing a Grant Application Narrative***

***Part III: Constructing a Grant Application Budget***

***Part IV: Standard Application Forms***

State of New Jersey  
Department of Education  
Office of Grants Management and Development  
Bureau of Development and Discretionary Grants

September 2000

Required	Location	Form	Included
✓	NGO	Application Title Page	
✓	DGA	Board Resolution to Apply	
✓	DGA	Statement of Assurances	
✓	DGA	Project Abstract	
✓	DGA	Statement of Need	
✓	DGA	Project Description	
✓	DGA	Project Activity Plan (for year one only)	
✓	DGA	Goals, Objectives, and Indicators	
✓	DGA	Organizational Commitment and Capacity	
*	NGO*	Documentation of School Eligibility – Schoolwide (Appendix B)	
*	NGO*	Documentation of School Eligibility – Low Income (Appendix C)	
✓	NGO	Documentation of Nonpublic School Participation (Appendix E)	
✓	NGO	Affirmation of Nonpublic School Consultation (Appendix F)	
✓	NGO	Documentation of Required Collaboration (Appendix G)	
✓	NGO	21 <sup>st</sup> CCLC Program Statement of Assurances (Appendix I)	
*	NGO	New Jersey After 3 Initiative – Supplemental Request (Appendix J)	
*	NGO*	Documentation of Partnership (Submitted Jointly priority consideration) (Appendix O)	
*	DGA*	Budget Form A: Full-time and Part-Time Salaries	
*	DGA*	Budget Form B: Personal Services – Employee Benefits	
*	DGA*	Budget Form C: Purchased Professional and Technical Services	
*	DGA*	Budget Form D: Supplies and Materials	
*	DGA*	Budget Form E: Equipment	
*	DGA*	Budget Form F: Other Cost	
✓	NGO	Evaluation Cost Sheet (Appendix R)	
*	DGA*	Subgrant Budget Summary	
✓	DGA	Application for Funds – Budget Summary	

<i>Application Component</i>	<i>Point Values</i>	<i>Extra Points</i>
STATEMENT OF NEED	15	
<b>PROJECT DESCRIPTION (Five year description)</b> Six additional points for the Project Description will be given as follows: <ul style="list-style-type: none"> <li>To applications that propose to a) serve students attending schools identified by the state as needing improvement (Appendix L), in accordance with Section 1116 of Title I and that b) submit the Appendix M, Documentation of Partnership, documenting a partnership between at least one LEA receiving Title I, Part A funds, for fiscal year 2001 – 2002 or 2002 - 2003, and at least one public or private community organization.</li> </ul> Note: In accordance with federal guidelines NJDOE will make an exception to this priority consideration for LEAs that document the absence of community organizations within reasonable geographic proximity, however, LEAs would still have to propose to serve students attending schools identified for improvement to qualify for the priority. (Submit Appendix M)	25	6
GOALS, OBJECTIVES, INDICATORS and EVALUATION	15	
PROJECT ACTIVITY PLAN (one year)	10	
<b>ORGANIZATIONAL COMMITMENT AND CAPACITY</b> <ul style="list-style-type: none"> <li>Two additional points to applications that include description of the applicant agency's history of success in providing out-of-school educational programs and related services.</li> <li>Two additional points to applications that document a plan to provide a coordinated system of services through collaborations with community organizations.</li> </ul>	15	4
BUDGET (one year)	10	
<b><i>TOTAL</i></b>	90	10



# Reader Panel Scores Applications

**Your application is evaluated on the basis of**

- **quality,**
- **comprehensiveness,**
- **completeness,**
- **accuracy and appropriateness of response to the guidelines and requirements of the governing NGO.**



## Selection Criteria

- **Grant application readers will use the six standard selection criteria and the application construction guidelines contained in Parts II and III of the DGA as the basis for their evaluations.**



# Statement of Need – 15 points

**The local conditions and/or needs are consistent with the stated purpose of the grant program and with the intended population to be served.**

- **What is the need?**
- **Does the applicant understand the problem ?**
- **Is the need appropriate to this grant program ?**

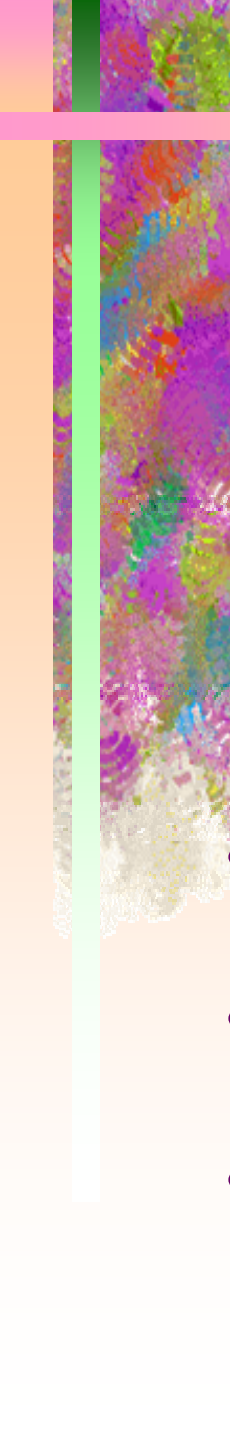




# **Project Description 25 – 31 points**

**The project plan is comprehensive and reasonable, addresses the identified local conditions and/or needs, and will contribute to the achievement of the intended benefits of the grant program.**

- Include a five (5) year project design**
- How will the applicant address the need? What is the plan?**
- Will the plan result in meeting the identified need(s) ?**
- Is the plan feasible?**
- Will the benefits be worth the costs?**



# Goals, Objectives, Indicators and Evaluation – 15 points

The project goals and objectives are properly constructed and logically sequenced to substantiate the project plan, and are supported by specific and measurable indicators that will allow for objective assessment of progress toward achievement of the goals and objectives.

- What does the applicant specifically want to accomplish?
- How will the overall local project be measured for effectiveness ?
- How will the applicants know they have succeeded?  
Include an Evaluation Plan



# **Project Activity Plan – 10 Points**

**The project activities represent a well-defined and logically sequenced series of steps which will result in the achievement of each goal and corresponding objective(s).**

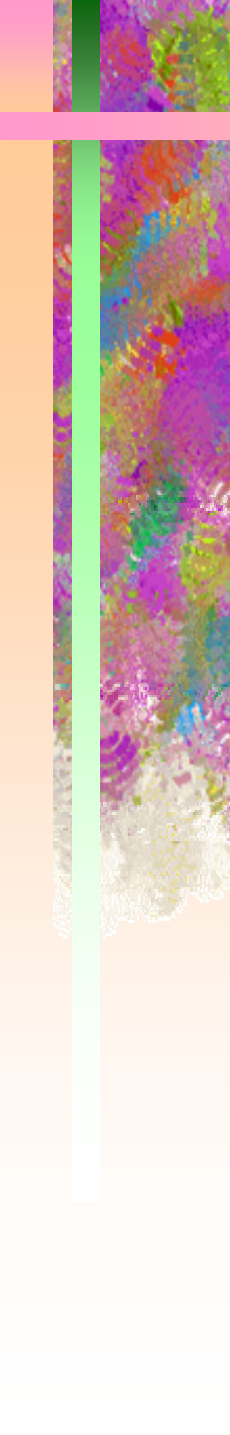
- How will the project be implemented?**
- What steps will the applicant take to achieve its goals and objectives?**
- Are these steps reasonable and comprehensive ?**



## Organizational Commitment & Capacity 15 – 19 points

The agency's commitment to the project is well-documented, and the agency possesses the requisite organizational capacity and authority, including necessary resources and relevant experience, to support successful implementation.

- Is there an organizational commitment to the Project ?
- Is this the right applicant for this project ?



## Budget – 10 Points

**The project budget is integrated with the comprehensive project plan, and proposed expenditures are necessary and reasonable for the effective implementation of the project activities.**

# Budget Requirements

- Applicants may set aside a *maximum of \$13,000* to cover registration fees, travel, meals, and lodging expenses for attendance at these trainings for a minimum of three (3) professional personnel that include the lead agency, partnering agency, and teaching staff.
- Applicants must set aside *up to 8%* of the grant award.



# Indirect Costs

- **A grantee must have, or must establish, an indirect cost rate agreement to charge indirect costs to this grant. Appropriate documentation that specifies the approved restricted indirect rate for the time period of this grant and that identifies the cognizant agency must be submitted with this application;**

# Check This !

- Eligible Costs - page 19

- Ineligible Costs – page 20

**Ineligible requested costs will be removed during pre-award revisions and your award may be reduced!**





# Summary - Completing the Application Budget

## BUDGET DETAIL FORM REMINDERS

- Link all costs to the project activity plan.
- Complete all header & column information.
- To request funds for subgrantees, use the same forms
  - just check-off the subgrantee box and insert
  - subgrantee's name in designated box on form.
  - Use separate sets of forms for grantee and each subgrantee.



# Sample Budget Forms

Use the following sample budget forms when preparing your application budget.

- **REMEMBER –**  
a little extra time now, will save time later during pre-award revisions!

**BUDGET DETAIL FORM A***Personal Services - Salaries**Function & Object Codes 100-100 and 200-100*Date: November 16, 2000

NGO TITLE: Math for Talented Students	<input checked="" type="checkbox"/> <u>Check box if this is a subgrantee form and identify Subgrantee below.</u>
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

**NOTES:** Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application package* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION	GRANT REQUEST AMOUNT
			For <b>full-time</b> positions: total annual salary x percent of time to the grant project = total For <b>part-time</b> positions: rate (\$) per hour x number of hours per week x number of weeks per year = total	
1.3.2, 1.3.4 & 5	100-100	Teacher/C. Mathius for talented math class	\$42,000/yr. x 100% time on grant = \$42,000	\$21,000
1.1.4, 1.3.2, 2.1	100-100	Professional Development Compensation - 12 math teachers attend Summer in-service on talented math training	12 teachers x 10 hours per teacher x \$25/hour = \$3,000	\$3,000
2.1.1 - 2.1.5	200-100	Project Director/P. Dee	\$50,000/yr. x 25% of time on grant = \$12,500	\$12,500
2.1.1 - 2.1.5	200-100	Secretary/tba	\$15/hour x 150 hours = \$2,250	\$1,500

# DETAIL SUPPORTS REQUEST!

**BUDGET DETAIL FORM B***Personal Services – Employee Benefits**Function & Object Code 200-200*Date: November 16, 2000

NGO TITLE: Math for Talented Students

☒ Check box if this is a subgrantee form and identify  
subgrantee below.

APPLICANT (LEAD) AGENCY: Bakersfield Public Schools

SUBGRANTEE:

**NOTES:** Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

POSITION/NAME	GRANT REQUESTED SALARY AMOUNT	FICA <u>7.65%</u>	TPAF <u>5%</u>	PERS -----%	WRKR'S COMP <u>0.81%</u>	UNEMPLY. <u>0.25%</u>	DISABIL. <u>0.10%</u>	HEALTH <u>Varies</u>	OTHER SPECIFY: <u>Dental -</u> <u>Fixed \$120</u>	TOTAL % OF BENEFITS	GRANT REQUEST AMOUNT (BENEFITS ONLY)
Teacher/C. Mathius	\$21,000	1,606	1,050	-0-	170	52	21	1,500	60	21.2%	\$4,459
Professional Development 12 teachers	\$3,000	229			24	7				8.6%	\$260
Project Director/ P. Dee	\$12,500	956	625	-0-	101	31	12	750	30	20%	\$2,505
Secretary/tba	\$1,500	114			12	3				8.6%	\$129

**NOTE: FRINGE IS BASED ON SALARY  
REQUESTED IN GRANT.**

**BUDGET DETAIL FORM D**

*Supplies and Materials*  
*Function & Object Codes 100-600 and 200-600*

Date: November 16, 2000

NGO TITLE: Math for Talented Students

☐ **Check box if this is a subgrantee form and identify subgrantee below.**

APPLICANT (LEAD) AGENCY: Bakersfield Public Schools

SUBGRANTEE:

**NOTES:** Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	ITEM DESCRIPTION	UNIT COST (UC)	QUANTITY (Q)	GRANT REQUEST AMOUNT (GR)
1.3.5	100-600	Instructional supplies for talented math students (notebooks, pencils, erasers, calculators)	\$8/student	100 students	\$800
1.3.5 - 1.3.10	100-600	Math workbooks for talented math students	\$10/book	100	\$1,000
1.3.5 – 1.3.10	100-600	Math textbooks for talented math students	\$25/book	100	\$2,500
1.5 all activities	100-600	Math software for 20 math lab computers	\$89/computer	20	\$1,780

**BUDGET DETAIL FORM F**Date: November 16, 2000

*Other Purchased Services, Other Objects, Purchased Property Services, Travel, Indirect Costs, Buildings  
Function & Object Codes 100-500, 100-800, 200-400, 200-500, 200-580, 200-800, 200-860, 400-720*

NGO TITLE: **Math for Talented Students**

☐ Check box if this is a subgrantee form and identify  
subgrantee below.

APPLICANT (LEAD) AGENCY: **Bakersfield Public Schools**

SUBGRANTEE:

**NOTES:** Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Discretionary Grant Application* package for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	DESCRIPTION/COST CALCULATION	GRANT REQUEST AMOUNT
7.3.1	100-800	<b>Full day field trip to math/science museum:</b> Admission: 100 students @ \$2 each = \$200	\$200
	200-500	One-day transportation to museum - two (2) buses @ \$100/day/bus = \$200	\$200
5.5.5	200-500	<b>National Math Teachers Convention in Atlanta, Georgia:</b> Registration: 2 staff @ \$100 each = \$200	\$200
	200-580	Round-trip airfare from Newark: 2 staff @ \$150 each = \$300	\$300
	200-580	Hotel: 3 nights/room x 1 room x \$75/night	\$225
	200-580	Meals: 2 staff x 3 days/staff x \$40/day	\$240

**BREAKOUT EACH TRAVEL COST  
WITH DETAIL**

**BUDGET DETAIL FORM A***Personal Services - Salaries**Function & Object Codes 100-100 and 200-100*

Date: November 16, 2000

NGO TITLE: Math for Talented Students

**Check box if this is a subgrantee form and identify subgrantee below.**

APPLICANT (LEAD) AGENCY: Bakersfield Public Schools

**SUBGRANTEE: Moline Central**

**NOTES:** Copy this form. Refer to Part III, Constructing a Grant Application Budget, of the *Standard Application Package* for instructions. Complete all columns. Use multiple lines for a single entry if necessary.

PROJECT GOAL/ OBJECTIVE/ ACTIVITY	FUNCTION & OBJECT CODE	POSITION/NAME	COST CALCULATION	GRANT REQUEST AMOUNT
			For <b>full-time</b> positions: total annual salary x percent of time to the grant project = total For <b>part-time</b> positions: rate (\$) per hour x number of hours per week x number of weeks per year = total	
1.3.2, 1.3.4	100-100	Teacher/Vacant for talented math class	\$39,000/yr. x 33.33% of time on grant = \$13,000	\$13,000
1.1.4, 1.3.2, 2.1	100-100	Professional Development Compensation - 4 math teachers attend Summer in-service talented math training	4 teachers x 10 hours per teacher x \$25/hour = \$1,000	\$1,000

**THIS FORM IS COMPLETED FOR THE  
SUBGRANTEE REQUEST. SAME LEVEL OF  
DETAIL REQUIRED!**

**NOTE: Complete this form only when  
Requesting subgrants as part of the budget**

**NJ DEPARTMENT OF EDUCATION  
SUBGRANT BUDGET SUMMARY**

Page 1 of 1

Applicant (Lead) Agency: Bakersfield Public Schools

CO/Lead Agency Code: 01 / 2345

NGO Title: Math for Talented Students

NGO#: 01 – A B 01 – C 23

BUDGET CATEGORY	FUNCTION & OBJECT CODE	Subgrantee: <u>Moline Central</u>	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	Subgrantee: _____	TOTAL <i>Sum of all subgrant columns</i>	ADMIN. COST SUMMARY
<b>INSTRUCTION</b>								
Personal Services - Salaries	100-100	14,000					14,000	
Purchased Prof. & Tech Svcs.	100-300							
Other Purchased Services	100-500							
Supplies and Materials	100-600							
Other Objects	100-800							
<b>SUBTOTAL - INSTRUCTION</b>		14,000					14,000	
<b>SUPPORT SERVICES</b>								
Personal Services - Salaries	200-100							
Personal Svcs. - Emp. Benefits	200-200	3,409					3,409	
Purchased Prof. & Tech Svcs.	200-300							
Subgrant Cost Summary	200-320							
Purchased Property Svcs	200-400							
Other Purchased Services	200-500							
Travel	200-580							
Supplies and Materials	200-600							
Other Objects	200-800							
Indirect Costs	200-860							
<b>SUBTOTAL - SUPPORT SERVICES</b>		3,409					3,409	
<b>FACILITIES ACQUISITION &amp; CONSTR. SVCS</b>								
Buildings	400-720							
Instructional Equipment	400-731							
Non-Instructional Equipment	400-732							
<b>SUBTOTAL - FACILITIES</b>								
<b>TOTAL COST</b>		17,409					17,409	

**TOTAL AMOUNT OF SUBGRANTEE MATCHING FUNDS COMMITTED TO THIS PROJECT\*:**

\$0

*\*Complete only when there is a matching funds requirement in the NGO*



**NJ DEPARTMENT OF EDUCATION  
APPLICATION FOR FUNDS - BUDGET SUMMARY**

Applicant (Lead) Agency: Bakersfield Public Schools

CO/Lead Agency Code: 01 / 2345

NGO Title: Math for Talented Students

NGO#: 01 - A B 0 1 - C 2 3

BUDGET CATEGORY	FUNCTION & OBJECT CODE	GRANT FUNDS REQUESTED			TOTAL	ADMIN. COST SUMMARY
		STATE FUNDS (Column 1)	FEDERAL FUNDS (Column 2)	OTHER FUNDS (Column 3)	<i>Sum of columns 1-3</i> (Column 4)	(Column 5)
INSTRUCTION						
Personal Services - Salaries	100-100		24,000			
Purchased Professional & Technical Services	100-300					
Other Purchased Services	100-500					
Supplies and Materials	100-600		6,080			
Other Objects	100-800		200			
SUBTOTAL - INSTRUCTION			30,280			
SUPPORT SERVICES						
Personal Services - Salaries	200-100		14,000			1,500
Personal Services – Employee Benefits	200-200		7,353			129
Purchased Professional & Technical Services	200-300		1,890			
Subgrant Cost Summary	200-320		17,409			
Purchased Property Services	200-400					
Other Purchased Services	200-500		400			
Travel	200-580		765			
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					
SUBTOTAL - SUPPORT SERVICES			\$41,817			\$1,629
FACILITIES ACQUISITION & CONSTR. SVCS						
Buildings	400-720					
Instructional Equipment	400-731		27,903			
Non-Instructional Equipment	400-732					
SUBTOTAL - FACILITIES			\$27,903			
TOTAL COST			100,000			\$1,629

**TOTAL AMOUNT OF MATCHING FUNDS COMMITTED TO THIS PROJECT\*:**

\$21,750

*\*Complete only when there is a matching funds requirement in the NGO.*

Business Administrator/Chief Fiscal Officer

Date

**CHECK YOUR  
MATH!**

**THESE TOTALS  
MUST MATCH THE  
DETAIL PAGES.**

## MATCHING FUNDS SUMMARY & EXPENDITURE REPORT

(Complete this form only when required by the NGO)

Date: \_\_\_\_\_

NGO TITLE: TalentSearch, USA	<input type="checkbox"/> Check box if matching funds are provided by a subgrantee. Identify the subgrantee below.
APPLICANT (LEAD) AGENCY: Bakersfield Public Schools	SUBGRANTEE:

Complete this box for Matching Funds expenditure Reporting:	Report #: _____	<input type="checkbox"/> Check box if FINAL report
	Reporting Period: (from) _____ (to) _____	

**NOTES:** Copy this form. Refer to Part III: Constructing a Grant Application Budget in the Discretionary Grant Application (DGA) package for instructions.

PROGRAM GOAL/ OBJECTIVE/ ACTIVITY	COST CATEGORY <i>(e.g., salaries, supplies, equipment, etc.)</i>	MATCHING FUNDS BUDGETED <i>(by cost category)</i>	MATCHING FUNDS EXPENDED <i>(by category)</i>
1.3.2, 1.3.4 & 5	Instructional Salary	21,000	
2.1.1 – 2.1.5	Support Salary	750	
TOTAL MATCHING FUNDS BUDGETED:		\$21,750	
TOTAL MATCHING FUNDS EXPENDED:			

**THIS FORM IS  
NOT REQUIRED  
FOR 21clc.**

**ALL MATCHING  
COSTS ARE  
SUBJECT TO  
MONITORING  
AND AUDIT.**

\*Use a copy of this form for reporting matching expenditures when submitting interim and final expenditure reports.



# Non Public Participation

- Per NCLB, recipients of Federal funds must provide eligible school-age children who are enrolled in private elementary and secondary schools, and their teachers or other educational personnel, educational services and benefits under those programs on an equitable basis.



## More Non Public

- Eligible entities must provide the equitable services after timely and meaningful consultation with the appropriate private school officials. The services must be provided by the eligible entity or through a contractor that is independent of any private school or religious organization.



## More Non Public

- The 21<sup>st</sup> CLC services for eligible private school students must be comparable to the services for their public school counterparts in terms of quality, scope, and opportunity for participation.



# Non Public Participation

- **Documentation of Nonpublic School Participation** forms, found in Appendices E & F, certifies that the applicant has conducted timely and meaningful consultation with appropriate private school officials during the development of its grant proposal and has addressed the needs and participation of the private school children, their parents, and the school staff, in the proposed grant program. Submission of Appendices E & F is a condition of award under this grant program.



# Supplement Not Supplant

- **Applicants must use program funds to supplement and not supplant other Federal, State, and local funds to provide programs and activities allowable under this program.**



# More Supplanting

- **If a district is already providing any of the activities or services required under this grant program, it may not cover any of the costs for those activities or services with federal funds available under this grant program**





# More Supplanting

- **Federal funds cannot be used to pay for anything that a school district would normally be required to pay for with either local funds or state aid. This requirement also covers services previously provided by a different person or job title.**



# More Supplanting

- The exceptions are for activities and services that are not currently provided or statutorily required, and for component(s) of a job that represent an expansion or enhancement of normally provided services.



# Examples of Supplanting

- If the grantee uses federal funds to provide services that the grantee was required to make available under other federal, state, or local laws.
- If the grantee uses federal funds to provide services that the grantee provided with nonfederal funds in the prior year.

# Maintenance of Effort Requirements

- An LEA may receive funds under the 21<sup>st</sup> CLC program only if the New Jersey Department of Education finds that the combined fiscal effort per pupil or the aggregate expenditures of the LEA from State and local funds for free public education for the preceding year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding year. If the LEA fails to meet the 90 percent level, the NJDOE must reduce the LEA's award by the exact percentage by which the LEA failed to meet the 90 percent level.




# What to do?

- **Verify with the LEA that they are meeting the Maintenance of Effort requirement under Title 1.**
- **The state will determine this and notify successful applicants if there is a problem.**
- **Applies to all LEAs in consortium.**




# Important Closing Reminders

- 1. IT TAKES TWO – Remember to use the DGA with the NGO when preparing your application.**



# Important Closing Reminders


**2. COMPLETE ALL REQUIRED  
FORMS – see NGO section  
3.4**



# Important Closing Reminders

**3. SUBMIT AN ORIGINAL AND 4  
COPIES – NO FAXES**





# Important Closing Reminders

**4. MAKE THE APPLICATION DUE DATE – by 4:00 P.M. ON Friday, September 24, 2004 or the application will be returned to you.**



# Important Closing Reminders

- 5. INCLUDE THE BOARD RESOLUTION –  
If the board will not take action in  
time to submit the application,  
submit a letter from the board  
secretary/business administrator  
indicating when the board will act.**



# Web Resources

- Additional grant information is available on the NJDOE grants web site (<http://www.state.nj.us/njded/grants/>

[discretionary/index.html](http://www.state.nj.us/njded/grants/discretionary/index.html)

## Grant Applications

- Overview of the Notice of Grant Opportunity and Discretionary Grant Application
- Discretionary Grant Application (DGA) (PDF)

DGA Part IV - Standard Application Forms (Microsoft Word)

- Technical Assistant Workshop Handouts

- Steps to Apply for a Discretionary Grant
- DGA Table of Contents
- Application Component Checklist
- Web Resources

- Constructing the Grant Budget (Power Point Presentation)
- Common Requested Costs
- Frequently Asked Questions

*Thank You*

